

CONTRACT SPECIALIST

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Contract Specialist performs difficult professional and intermediate administrative work in the management of complex procurements and inventory programs for the City. Work involves responsibility for the economical and timely purchase of all materials, supplies, equipment and professional services, over \$15,000 used by the City and ensuring their proper quality and quantity under well defined policies and major responsibility for developing technical specifications for formal bids and proposals, bid evaluations and enforcing competitive procedures in accordance with established legal procedural requirements. The incumbent uses a proactive approach when dealing with sales and departmental personnel. The incumbent supervises the City's purchasing and stockroom personnel ensuring the integrity of purchasing office and stockroom practices. Work is reviewed through the Purchasing Manager.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reviews purchase requests and related documents to ensure accuracy and completeness.
- Prepares Request for Proposals and Invitation for Bids including conducting pre-proposal conferences, bid openings, tabulations and recommendation for award in accordance with procurement laws and policies.

- Analyzes the organization's needs and develops term contracts.
- Prepares necessary award and contract documentation and assists in administration of contracts to assure compliance until closeout.
- Works with other City staff on matters concerning the resolution of contract problems, evaluation and use of contract types.
- Analyzes and administers complex procurements and provides guidance to Buyers.
- Keeps informed of all new developments relative to available resources and contract opportunities for Citywide use and make recommendations designed to reduce costs.
- Utilizes the Internet developing specifications and researching contracts of a multitude of national, state, county and municipal agencies.
- Meets with representatives of suppliers to discuss contract agreements and to reconcile ordering discrepancies.
- Reviews major procurement contracts, coordinates contract compliance, change order and problem resolution in accordance with contract laws and consults with legal counsel, as required.
- Compiles statistics for reports and studies relating to procurement activities and transactions.
- Acts on behalf of - Purchasing Manager as assigned.
- Handles all contracting issues, negotiates favorable contractual terms, administers contracts and follows up to ensure contract compliance.
- Supervises stockroom and purchasing personnel.
- Manages and reviews the work of stockroom staff for conformity with City policies and for efficient operation of the facility including review of the inventory management system.
- Oversees the disposition of surplus property.
- Recommends and participates in the development of purchasing policies and procedures
- Oversees decentralized purchasing functions including ongoing training and review of purchases for compliance with guidelines and policy.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's degree in business administration or a closely related field, and five years of progressively responsible governmental purchasing experience including some supervisory experience. Possession of an appropriate driver's license valid in the State of Maryland. Must have passed or be able to pass the Professional Public Buyer Certification exam within a reasonable time as determined by the City. Experience with an automated purchasing system preferred.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of purchasing methods and procedures.
- Considerable knowledge of the types, nomenclature and sources of supply for a wide variety of materials, supplies, equipment and services and of the market and price trends
- Considerable knowledge of warehouse inventory practices and procedures.
- Ability to communicate well, both orally and in writing.
- Ability to develop contract specific language suitable for public bidding.
- Ability to utilize computer software to process purchasing and warehouse documents.
- Ability to establish and maintain effective working relationships with, vendors, department heads, and City employees.
- Ability to plan, prioritize and supervise the work of subordinate employees.